

MARYLAND HISTORICAL TRUST / NATIONAL PARK SERVICE

HURRICANE SANDY DISASTER RELIEF ASSISTANCE GRANT PROGRAM FOR HISTORIC PROPERTIES

GRANT GUIDELINES

*completed grant applications
must be postmarked on or before*

Friday, May 2, 2014

http://mht.maryland.gov/grants_Sandy.shtml

Maryland Historical Trust
100 Community Place
Crownsville, MD 21032-2023
www.mht.maryland.gov



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor



Maryland Historical Trust

On behalf of the National Park Service, the Maryland Historical Trust (SHPO) is offering grant assistance to Hurricane Sandy –affected properties across the State through the Hurricane Sandy Disaster Relief Assistance Grant Program for historic properties. Public Law 113-2 appropriated \$50 million from the Historic Preservation Fund (HPF) for historic preservation projects providing relief for damages in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Pennsylvania, Virginia, West Virginia, and the District of Columbia caused by Hurricane Sandy. After the mandatory sequestration impacting FY 13 appropriations, the amount of available funds was reduced to \$47.5 million.

The maximum grant award is \$150,000. The suggested minimum grant request is \$10,000.

Grants awarded through this Program may be used to support two categories of projects:

- **Capital projects**, i.e. rehabilitation, restoration, preservation, or physical protection of sites or structures, or pre-development or planning directly related to those capital activities, to assist properties impacted by Hurricane Sandy. [Pre-development consists of consulting services needed in relationship to a currently planned rehabilitation project, such as preparation of architectural and engineering drawings, or an archeological investigation on the property.]
- **Non-capital projects**, i.e. documentation, studies, surveys, archeology, or planning activities NOT directly related to capital activities, the need for which was demonstrated by Hurricane Sandy, including projects which will assist with planning for future disasters in areas affected by Hurricane Sandy.

For capital or pre-development grant requests: please note that the assisted property must be listed on or eligible for listing on the National Register of Historic Places, either individually or as a contributing structure within a historic district.

Eligible applicants must fall into one of the following categories:

- Non-profit organizations
- Business entities
- Private individuals
- State government agencies
- Local jurisdictions

Properties owned or operated by religious institutions, and any properties which are used predominantly for religious purposes regardless of ownership, are eligible for assistance only for non-capital or pre-development projects.

Capital projects, except for State-owned properties, require the conveyance of a perpetual preservation easement to MHT on assisted properties. (Projects which are ONLY pre-development or ONLY non-capital costs do NOT require an easement.) The easement must be recorded before project can begin. Federal requirements including competitive procurement, professional qualifications, project review and approval, and financial reporting must be met by the grantee.

This grant is a reimbursable grant and, as such, a grantee's own funds will be necessary to ensure cash flow throughout the project. We recommend that applicants should have on hand and committed to this project an amount of cash equal to at least 25% of the proposed grant amount. Expenses incurred before a grant award is made, dating back to 10/22/2012, MAY be eligible for reimbursement under this grant ONLY under certain specific circumstances. The completion date for grant-funded work must be no later than September 30, 2015. Extensions will be considered on a case by case basis. Projects for

which repair costs are fully covered by insurance proceeds or other State or Federal funds should not apply.

Application for funding must be made to the Maryland Historical Trust; application forms and guidelines are available on MHT's website at: http://mht.maryland.gov/grants_Sandy.shtml

Applications must be submitted in hard copy and must be postmarked on or before Friday, May 2, 2014.

Depending on the demand for and availability of funds during this grant application cycle, a future application cycle may be conducted.

To review your project's eligibility, and for assistance in the development of capital or pre-development projects or for technical preservation assistance, please contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or anne.raines@maryland.gov.

For assistance in the development of non-capital projects, please contact Elizabeth Hughes, MHT Deputy Director / Deputy SHPO, at 410-514-7604 or elizabeth.hughes@maryland.gov.

A workshop regarding this grant opportunity will be held on Monday, March 17, 2014 from 10:30-11:30 AM at the offices of Maryland DHCD at 100 Community Place, Crownsville MD 21032. Attendees should register via the link at: http://mht.maryland.gov/grants_Sandy.shtml

Additional workshops may be scheduled and will be posted on MHT's website.

MARYLAND HISTORICAL TRUST MISSION STATEMENT

The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.

The Maryland Historical Trust is a unit of the Maryland Department of Planning (MDP).

Applicant Information

In Question #1 you will enter information about the **organization or individual** that is applying for the grant. This information helps us evaluate the applicant's eligibility to receive a grant.

Please ensure that the applicant is an **eligible applicant**.

- Eligible applicants must fall into one of the following categories:
 - Non-profit organizations
 - State government agencies
 - Local jurisdictions
 - Business entities
 - Private individuals
- Federal government agencies or entities are not eligible.
- Non-profit organizations and business entities must be in good standing with the State Department of Assessments and Taxation, qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved in this grant program. Please see **Exhibit 1: Guidance for Non-Profit and Business Entities**. **Note:** The State Comptroller's Office will apply any grant award to offset any outstanding State taxes and disburse a check for the balance.
- Non-profit organizations and business entities must attach copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Less common are non-profit organizations that form as a community chest, fund or foundation, or associations. These may have a constitution or charter.
- Government entities and private individuals do not need to provide organizational documents.
- Private individuals applying for the grant should provide a Social Security Number where the Federal Identification Number is requested.

Property Information

In Questions #3 and #4 you will enter information about the **property** for which you are seeking grant assistance. This information helps us evaluate the property's eligibility to receive a grant.

- If your request is for a **capital or pre-development** project, you will identify the specific project property where capital improvements will occur. A capital project is any eligible bricks and mortar rehabilitation or repair project. A pre-development project consists of consulting services needed in relationship to a currently planned rehabilitation project, such as preparation of architectural and engineering drawings, or an archeological investigation on the property.
- If your request is for a **non-capital** project, you will identify a specific property, group of properties, district, or jurisdiction that would be covered by the study, documentation, or planning effort you are proposing.
- If you are unsure if your proposed project / scope of work is eligible, please read below under "Project Design Questions".

Please ensure that the property is an **eligible property**.

- In Question #4 you are asked to state the listing or designation status of the project property or area.
 - **For capital or pre-development requests: please note that the assisted property must be listed on or eligible for listing on the National Register of Historic Places, either individually or as a contributing structure within a historic district.**
 - To determine whether your property or district is National Register listed, visit MHT's website at <http://mht.maryland.gov/nr/index.html>.
 - To find the property's Maryland Inventory of Historic Properties (MIHP) number, search in <http://www.mdihp.net/>. Please note that inclusion in the MIHP does not correlate to designation or listing. However, MIHP listings may include a Determination of Eligibility (DOE) for the National Register.
 - If you are still unsure of your property's National Register or eligibility status, please contact Anne Raines, MHT Capital Grants & Loans Administrator, at anne.raines@maryland.gov or 410-514-7634.
 - To find out if the property is locally listed, contact your local (county or city) government's planning department or historic district commission (HDC). You can find contact information for local HDC's by using the map and list here: <http://mht.maryland.gov/commissions.html>
- **For capital projects only:** You will be asked to identify the owner of the property for which you are seeking grant assistance. Whether or not the property owner and grant applicant are the same, you **MUST** provide a letter from the legal property owner granting consent to the project and to the conveyance of a preservation easement on the property to MHT. This requirement does not apply to State-owned properties. For more information about this requirement, see **Exhibit B** of this document.
 - **If you cannot determine the legal owner of the property, please contact Anne Raines at MHT for guidance. Grant awards cannot be extended to projects for which the legal**

owner of the property has not provided the above-referenced letter at the time of application.

- **For non-capital projects:** Property owner information is not required here unless the project is specific to a particular property.

Ineligible properties:

- **Federally-owned properties** are not eligible for funding through this program.
- **Properties owned or operated by religious institutions, and any properties which are used predominantly for religious purposes regardless of ownership,** are eligible for assistance only for non-capital or pre-development projects.
- **For capital projects (except for State-owned properties):** Properties for which the property owner does not consent to the project or on which an easement cannot or will not be conveyed.

“Significance & Urgency” Questions

In Questions #5 - #8 you will describe the significance and urgency of the project.

How you describe the **significance** of the project depends on the nature of your specific project.

- If your request is for a **capital or pre-development** project, you will identify the significance of the specific project property where capital improvements will occur. You will then discuss the impact of Hurricane Sandy on this property and the urgency of the capital project or pre-development work in correcting Sandy damage and protecting against future storm damage.
- If your request is for a **non-capital** project, you will identify the significance of the specific property, group of properties, district, or jurisdiction that would be covered by the study, documentation, or planning effort you are proposing. You will then discuss the impact of Hurricane Sandy on this property, district, or area and the urgency of the survey or planning activity, particularly in planning for future storm events/ resiliency planning.
- Your response should include:
 - Date of construction or development
 - Brief history of the property or area
 - General description of the building(s), site, or area
 - Description of the significance of the property or area, for example, association with important events or people, exceptional architecture, or the importance of the information the site may hold or impart.

You may find it useful to refer to the property’s MIHP inventory form or National Register nomination form in order to complete this section.

- When describing the condition of the property before and after Hurricane Sandy, be as specific as possible about the extent and location of damage that occurred, and what special features or particular elements were affected. Describe how the applicant’s use of the property or area, or the public’s use or experience of the property or area, was impacted by the storm.
- Please note that if the property was extensively damaged in Hurricane Sandy, it may have suffered a loss of integrity that may result in it no longer being eligible for listing on the National Register, or may result in its removal from the National Register. If your property experienced extreme damage, please contact Anne Raines at MHT at anne.raines@maryland.gov or 410-514-7634 prior to applying.

Scoring criteria applicable to this section:

- **SIGNIFICANCE OF THE PROJECT:** To what extent will the project protect and preserve districts, sites, buildings, or objects significant in the prehistory, history, upland or underwater archeology, architecture, engineering, or culture of the State and listed in or eligible for listing in the National Register of Historic Places through:
 - i. **Capital projects**, i.e. rehabilitation, restoration, preservation, or physical protection of sites or structures, or pre-development or planning directly related to those capital activities, to assist properties impacted by Hurricane Sandy.

ii. **Non-capital projects**, i.e. documentation, studies, surveys, archeology, or planning activities NOT directly related to capital activities, the need for which was demonstrated by Hurricane Sandy, including projects which will assist with planning for future disasters in areas affected by Hurricane Sandy.

- **URGENCY:** Can damage or need be traced specifically to Hurricane Sandy? Does the property still require physical repair of storm damage? Is the property or district in danger of damage from a future storm event? Is there a unique window of opportunity to complete the proposed project? Do protective or planning measures need to be put in place to improve resiliency in case of a future storm?

“Project Design” Questions

In Questions #9-#15 you will detail the proposed project.

Also on this tab, you will be asked to fill in a budget form with the details of your project. You will also need to demonstrate that the work items for which you are seeking grant funds are not already funded with insurance proceeds or other state or federal funding sources.

Please ensure that the proposed project is an **eligible project**.

- Grants awarded through this Program may be used to support two categories of projects:
 - **Capital projects**, i.e. rehabilitation, restoration, preservation, or physical protection of sites or structures, or pre-development or planning directly related to those capital activities, to assist properties impacted by Hurricane Sandy. A pre-development project consists of consulting services needed in relationship to a currently planned rehabilitation project, such as preparation of architectural and engineering drawings, or an archeological investigation on the property. You may apply for a grant for ONLY pre-development work if you so choose.
 - **Non-capital projects**, i.e. documentation, studies, surveys, archeology, or planning activities NOT directly related to capital activities, the need for which was demonstrated by Hurricane Sandy, including projects which will assist with planning for future disasters in areas affected by Hurricane Sandy.
- Your responses to questions in this section should fully describe the scope of work for which you are seeking grant assistance. While you may feel you need to mention work that has already been done to the property or within the project area (repairs that have already been made to correct hurricane damage to the building, or feasibility studies that have already been prepared for a downtown area), you should focus on the specifics of the current request. Briefly explain the work to be undertaken and, if possible, the techniques or standards which will be applied.
- All projects must adhere to the **Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties** (36CFR Part68, http://www.cr.nps.gov/local-law/arch_stnds_8_2.htm) and the **Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation**, as amended and annotated (http://www.cr.nps.gov/local-law/arch_stnds_0.htm).
- Applicants should review the National Park Service's **Historic Preservation Fund Grants Manual** (http://www.nps.gov/hps/hpg/downloads/HPF_Manual.pdf) for complete information about the requirements of the grant-funded work. In particular, Chapter 5: General Conditions Covering Grants and Chapter 6: Grant-Assisted Program Activities may assist you in defining the scope of work for your project.
- If the project has a public use component, please be aware that physical or programmatic access for the disabled may be required as part of this project, if not already adequately provided.
- Please note that if the project property is currently protected by a perpetual preservation easement held by MHT, you should contact MHT's Easements Administrator, Amy Skinner, at amy.skinner@maryland.gov or 410-514-7632 to discuss your project prior to applying for this grant.
- The start date for grant-funded work should not be earlier than October 22, 2012. Please be aware that expenses dating back to 10/22/2012 MAY be eligible for reimbursement under this

grant ONLY under certain specific circumstances. Contact MHT if you are including work done between 10/22/2012 and 5/1/2014 in your project scope and budget.

Ineligible projects

- **Properties owned or operated by religious institutions, and any properties which are used predominantly for religious purposes regardless of ownership,** are eligible for assistance only for non-capital or pre-development projects.
- See Exhibit 3 for further detail on eligible and ineligible project costs.
- All costs to be reimbursed out of the grant must conform with Chapter 13: Standards for Allowability of Costs in the National Park Service's *Historic Preservation Fund Grants Manual* (http://www.nps.gov/hps/hpg/downloads/HPF_Manual.pdf). See also **Exhibit 3: Eligible Expenditures for Grant.**

Matching Funds

- **No matching funds are required for this grant program.**

Other Project Costs

- Please note that this grant is a reimbursable grant and, as such, your organization's own funds will be necessary to ensure cash flow throughout the project. We recommend that your organization should have on hand and committed to this project an amount of cash equal to about 25% of the proposed grant amount. Providing documentation that cash is available will significantly strengthen your grant application. Any contribution your organization is making toward the project should be noted in the budget under "Other Project Costs". Please also note that some expenses that may be incurred by the grantee in the course of the grant project CANNOT be reimbursed out of the grant funds. **See Exhibit 3 for a table which describes some eligible and ineligible costs.**
- A grantee may use more than one source of state funds on a single project as long as the scope of work is divided and the funds do not overlap.

Scoring criteria applicable to this section:

- **PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Historical Trust and this grant program? Does the proposed work appear to conform to the Secretary of the Interior's Standards?
- **PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation and continued viability of the resource(s)? Does the project provide concrete action to protect the resource(s)? Will the project provide a complete product? Will the project design minimize long-term maintenance costs?
- **PROJECT BUDGET:** Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible? Is there any overlap with insurance proceeds or other state or federal funds? Does the applicant provide any other documented funds for the project scope?
- **PROJECT SCHEDULE:** Can the project reasonably be expected to be completed by 9/30/2015? Has a realistic sequence with appropriate work steps been developed?

“Project Management” Questions

In Questions #16-#18 you will address your ability, or the ability of your organization (as applicable) to administer projects and grants of this type.

- If you are applying as an organization, please be specific about your organization’s experience with grants of any type, including State, local, and federal grants. Also consider addressing the following questions. Have you undertaken similar projects in the past? Who in your organization might serve as the project manager / interface with MHT and what are their relevant experiences?
- If you are applying for the grant as an individual, you may address your own experiences which may be relevant to the grant application. Do you have experience with construction projects, for example? Have you undertaken similar types of projects or efforts before?

You are also asked to include the names of any contractors, architects, engineers, archeologists, planning professionals, etc. – IF ANY -- you consulted in developing the scope of work or budget for the project.

- Please note that once a grant is awarded, all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded. Sole-sourcing is only required in certain limited circumstances and is subject to pre-approval by NPS and MHT.
- Also, project consultants must meet the ***Secretary of the Interior’s Professional Qualifications Standards*** (http://www.cr.nps.gov/local-law/arch_stnds_9.htm) in the relevant discipline.

Scoring criteria applicable to this section:

- **ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures?
- **PROFESSIONAL CAPABILITY:** Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

“Public Benefit” Questions

In Questions #19-#24 you will discuss the public benefits of your project. Some of these questions may not be applicable for homeowner applicants.

Scoring criteria applicable to this section:

- **PUBLIC BENEFIT:** What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided, if applicable? How will information about the project be made available to the public, if applicable? Will the project be accessible to individuals with disabilities, if applicable?
- **EDUCATIONAL & DEMONSTRATION VALUE:** Does the project offer interpretation of the site, heritage, or resource? Does the project have the potential to be a model or an innovator?

Exhibit 1: Guidance for Non-Profit & Business Entities

On the "Applicant" tab of the online grant application, you are asked to enter information about the "Applicant Organization". The grant applicant may be a non-profit organization, a business entity, a local jurisdiction, a state government agency or entity, or an individual.

In order to receive grant funds from the Maryland Historical Trust, the applicant entity must meet the following requirements.

- **If the applicant entity is a non-profit organization:**
 - Must submit organizational documents to MHT as part of the application.
 - Typically both (a) articles of incorporation and (b) bylaws must be submitted.
 - If you do not have these, they will need to be drawn up either by your organization or by your organization's attorney. Examples or templates may be found online and adapted to your organization's specific needs, if appropriate.
 - Must submit IRS letter of determination of non-profit status, which includes an Employer Identification Number (EIN), to MHT as part of the application.
 - See <http://www.irs.gov/Charities-&-Non-Profits> for instructions if your organization is not already registered. You can search the IRS database at <http://www.irs.gov/Charities-&-Non-Profits/Search-for-Charities> to see if your organization is already registered.
 - If your affiliated organization's tax-exempt status derives from the tax exemption of a parent organization, you may provide an "umbrella" IRS determination letter, such as for the governing body of a religious organization. However, this must be accompanied by evidence of the grant applicant's inclusion under a group exemption letter, such as the grant applicant's annual information return (i.e. IRS Form 990) showing the governing body's group exemption ID number.
 - Must be registered to do business with the Maryland State Department of Assessments and Taxation.
 - If you are unsure if your organization has already registered, you can search for registered organizations here: <http://sdatcert3.resiusa.org/ucc-charter/CharterSearch.f.aspx>. You should search using both the full name of the organization and, if you do not find it, also search using parts of the name (i.e. search under Asbury United Methodist Church AND search under Asbury). Clicking on "General Info" next to any of the results will show you additional information about the entity. If you are not sure if your entity is the one you see listed, you should contact SDAT.
 - If your organization is not already registered, contact SDAT to register. This process will require you, among other things, to file articles of incorporation, to pay an initial

filing fee, to file annual reports/personal property returns, and pay annual filing fees.

- Must be in good standing with the Maryland State Department of Assessments and Taxation. To check if your entity is in good standing:
 - Go to http://sdatcert3.resiusa.org/UCC-Charter/CharterSearch_f.aspx. On this page you may search for your organization by name.
 - On the next screen (search results), locate your organization. Click on “General Info” next to the name of your organization.
 - The next page will show contact information and status for your organization. If the status column reads “Active”, “Revived”, or “Incorporated”, your organization is in good standing. If the status column reads “Forfeited” or “Dissolved”, or if the information shown on the “General Info” page is not up-to-date (including “Resident Agent”), you must contact SDAT to resolve any outstanding issues and revisit the SDAT website to ensure the status is updated to “Active”, “Revived”, or “Incorporated”.
 - MHT will require the applicant / grantee organization to be in good standing at the time a grant agreement is signed. Go to the SDAT website at <http://www.dat.state.md.us/sdatweb/COSinfo.html> for information on ordering the Certificate of Status. **MHT will notify you** when you should submit your certificate. Certificates must be dated no earlier than 30 days prior to the date the grant agreement is executed, so do not order your certification until you are contacted by MHT. SDAT charges a fee for the certificate.
- Non-profit organizations may be required to register with the State of Maryland’s charitable registry. To find out if this requirement applies to you, go to the Secretary of State charitable registry website at <http://www.sos.state.md.us/charity/RegisterCharity.aspx>
- **If the applicant is a business entity:**
 - Must submit organizational documents such as articles of incorporation or articles of organization, as well as bylaws or operating agreements, to MHT as part of the application.
 - Must be registered to do business with the Maryland State Department of Assessments and Taxation.
 - If you are unsure if your organization has already registered, you can search for registered organizations here: http://sdatcert3.resiusa.org/ucc-charter/CharterSearch_f.aspx. You should search using both the full name of the organization and, if you do not find it, also search using parts of the name (i.e. search under Asbury United Methodist Church AND search under Asbury). Clicking on “General Info” next to any of the results will show you additional information about the entity. If you are not sure if your entity is the one you see listed, you should contact SDAT.
 - If your business is not already registered, information about how to register is available from SDAT at <http://www.dat.state.md.us/sdatweb/charter.html> and from the Maryland Central Business Licensing and Registration Portal at <https://egov.maryland.gov/Easy>. The registration process will require you, among other things, to file articles of incorporation or articles of organization, to pay an

initial filing fee, to file annual reports/personal property returns, and to pay annual filing fees.

- Must be in good standing with the Maryland State Department of Assessments and Taxation. To check if your entity is in good standing:
 - Go to http://sdatcert3.resiusa.org/UCC-Charter/CharterSearch_f.aspx. On this page you may search for your organization by name.
 - On the next screen (search results), locate your organization. Click on “General Info” next to the name of your organization.
 - The next page will show contact information and status for your organization. If the status column reads “Active”, “Revived”, or “Incorporated”, your organization is in good standing. If the status column reads “Forfeited” or “Dissolved”, or if the information shown on the “General Info” page is not up-to-date (including “Resident Agent”), you must contact SDAT to resolve any outstanding issues and revisit the SDAT website to ensure the status is updated to “Active”, “Revived”, or “Incorporated”.
 - MHT will require the applicant / grantee organization to be in good standing at the time a grant agreement is signed. Go to the SDAT website at <http://www.dat.state.md.us/sdatweb/COSinfo.html> for information on ordering the Certificate of Status. **MHT will notify you** when you should submit your certificate. Certificates must be dated no earlier than 30 days prior to the date the grant agreement is executed, so do not order your certification until you are contacted by MHT. SDAT charges a fee for the certificate.
- **If the applicant is a local or state government or governmental subdivision:**
 - None of the above apply; fill in your EIN where requested on the application.
- **If the applicant is an individual:**
 - None of the above apply; fill in your Social Security number where an EIN is requested on the application.

What other documents will your organization need to provide if you receive a grant?

For nonprofit organizations and business entities only:

- Corporate resolution (form to be provided by MHT – MHT will notify you when you should submit)

Exhibit 2: Application Evaluation & Grant Administration Schedule

All dates are approximate

The application, selection, and grant administration process is anticipated to follow the steps below. While the sequence of steps is fairly certain, the dates are approximate. Both the sequence and dates are subject to change. Please be sure to take this schedule into consideration when developing your schedule for the grant application. Also, note that projects involving National Historic Landmarks or National Historic Landmark Districts require additional approvals and will involve a longer schedule.

Early March, 2014 Announcement of grant availability.

On or before May 2, 2014 Complete Grant Application must be postmarked. Submission must include a completed application and all required attachments.

By June 2, 2014 MHT completes review and selection of grant applications (see **Exhibit 5: Scoring Criteria**) and submits Project Notification forms to NPS for NPS approval.

By July 1, 2014 NPS signs off on Project Notifications; next steps in grant project are taken in close consultation with your assigned MHT grant monitor. Legal Documentation is submitted by grant applicant for review by MHT staff (for Grant Agreement and Easement). Grant Agreements are executed.

By August 15, 2014 Grant Agreements are fully executed. Scope of work for construction projects is submitted to MHT for review. Notification of public comment period is issued for construction projects.

By September 1, 2014 RFP is issued for consulting or contracting services in close consultation with your assigned MHT grant monitor. Public comment period is closed.

By September 30, 2014 Reports are submitted by MHT to NPS with input / documentation from grantee.

By December 1, 2014 RFP results are evaluated and a consultant or contractor is selected. Easements are recorded. **Please note that funds cannot be disbursed until the easement is recorded.**

By July 30, 2015 If a time extension is expected to be needed, the grantee and MHT must obtain an extension of the grant from MHT and NPS.

By September 30, 2015 Deadline for completion of project and submission of final report. **Any grants which have not been extended by NPS before this date will automatically expire.**

Exhibit 3: Eligible Expenditures for Grant

Grant Funds CAN be used to pay for:	Grant Funds CANNOT be used to pay for:
Repair of damage caused by Hurricane Sandy	Physical repairs of damage unrelated to the effects of Hurricane Sandy
Eligible contractor and consultant fees as related to the grant-funded project	Pre-development costs unrelated to the effects of Hurricane Sandy
Advertising for procurement and other required notices	Non-capital projects unrelated to the effects of Hurricane Sandy
Construction materials and supplies	Purely archival research
Restoration of well-documented historic landscapes	Expenditures outside the scope of the grant agreement
Grading for drainage, building or site safety, and protection of properties	Portion of a project for which federal rehabilitation tax credits are being utilized
Improvements for disabled access as part of a larger project related to Hurricane Sandy damage	Lobbying
Revegetation to stabilize and protect archeological sites or other eligible sites	Interpretive expenses such as staff salaries and maintenance of interpretive devices
Preparation of plans, specifications, and shop drawings	Meetings (venue rentals, food, etc)
Relocating a National Register <u>LISTED</u> structure (with prior NPS approval)	Any work that impairs the National Register eligibility of the property.
Predevelopment costs for property owned or operated by a religious institution, or property used predominantly for worship, regardless of ownership	Acquisition of property
	Landscaping as part of general site improvements, including parking lots, sidewalks, repaving streets, and street fixtures (such as street lamps and benches).
	Routine maintenance
	Any work that is not properly procured
	Curation of artifacts or materials.
	Work items that were already fully funded with insurance proceeds or other state or federal funding sources.
	Total reconstruction projects, such as recreating a building or landscape that has been completely destroyed
	Work that <u>does not</u> conform to the <i>Secretary of the Interior's Standards</i>
	Capital (construction) work to property owned or operated by a religious institution, or property used predominantly for worship, regardless of ownership
	Relocating a structure that is NOT National Register listed
	Elevating a structure
	Work that results in an adverse effect per MHT

Exhibit 4: Selection Criteria

- Grant proposals will be reviewed using criteria outlined under the four general headings listed below. For the process and timetable of application evaluation, please see **Exhibit 2: Application Evaluation & Grant Administration Schedule**.
- These criteria are also listed in this guidelines document along with the guidance for each group of questions.

SCORING CRITERIA

SIGNIFICANCE & URGENCY

- **SIGNIFICANCE OF THE PROJECT:** To what extent will the project protect and preserve districts, sites, buildings, or objects significant in the prehistory, history, upland or underwater archeology, architecture, engineering, or culture of the State and listed in or eligible for listing in the National Register of Historic Places through:
 - **Capital projects**, i.e. rehabilitation, restoration, preservation, or physical protection of sites or structures, or pre-development or planning directly related to those capital activities, to assist properties impacted by Hurricane Sandy.
 - **Non-capital projects**, i.e. documentation, studies, surveys, archeology, or planning activities NOT directly related to capital activities, the need for which was demonstrated by Hurricane Sandy, including projects which will assist with planning for future disasters in areas affected by Hurricane Sandy.
- **URGENCY:** Can damage or need be traced specifically to Hurricane Sandy? Does the property still require physical repair of storm damage? Is the property or district in danger of damage from a future storm event? Is there a unique window of opportunity to complete the proposed project? Do protective or planning measures need to be put in place to improve resiliency in case of a future storm?

PROJECT DESIGN

- **PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Historical Trust? Does the proposed work appear to conform to the Secretary of the Interior's Standards?
- **PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation and continued viability of the resource(s)? Does the project provide concrete action to protect the resource(s)? Will the project provide a complete product? Will the project design minimize long-term maintenance costs?
- **PROJECT BUDGET:** Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible? Is there any overlap with insurance proceeds or other state or federal funds? Does the applicant provide any other documented funds for the project scope?
- **PROJECT SCHEDULE:** Can the project reasonably be expected to be completed by 9/30/2015? Has a realistic sequence with appropriate work steps been developed?

PROJECT MANAGEMENT

- **ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures?
- **PROFESSIONAL CAPABILITY:** Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

PUBLIC BENEFIT

- **PUBLIC BENEFIT:** What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided? How will information about the project be made available to the public? Will the project be accessible to individuals with disabilities?
- **EDUCATIONAL & DEMONSTRATION VALUE:** Does the project offer interpretation of the site, heritage, or resource? Does the project have the potential to be a model or an innovator?

Exhibit 5: Property Owner Consent to Project & Consent to Easement CAPITAL PROJECTS ONLY

Background Information, Instructions, & Sample Letter from Property Owner

- For capital projects **(except for State-owned properties)**, owner consent to the project and commitment to a perpetual preservation easement or preservation/maintenance agreement is required for the project to be eligible for a Grant. **Failure to submit the required letter using the required language may result in your application being ineligible for funding.**
- Using the sample text provided on the following page, attach a letter indicating the willingness of the property owner(s) to support the project and, if required, to convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement or a preservation agreement on the project property, if required.
- If MHT already holds an easement on the property, you must still attach a letter confirming willingness to execute a modification to the existing deed of easement if one is necessary, as required by MHT.
- The Grant recipient will be required to provide to MHT certain legal documents per MHT's request. The costs incurred by the Grant recipient in providing these documents are typically not eligible for reimbursement out of grant funds. The required documents may include a boundary survey, metes and bounds description, and an Attorney's Certificate of Title acceptable to MHT, certifying the owner's title to the easement real property. In addition, an update of the Certificate will be due after the recordation of the Deed of Perpetual Preservation Easement but prior to the disbursement of funds. The Certificate of Title may contain only standard exceptions and encumbrances approved by MHT.
- **The easement / agreement is executed between the owner of the property and MHT and must be completed before any grant funds can be released.**
- A perpetual preservation easement is a binding legal document that is recorded in the local land records for a particular property. It covers not just the buildings on that property, but the entire area of land that is included within the easement boundaries (this could include parking areas, gardens, etc.). The easement generally covers both the interior and exterior of all buildings on the property. The easement protects historic buildings, structures, associated archaeological resources and viewsheds, and it confers approval authority to MHT for any changes to the property.
- The easement or preservation agreement must be in form and substance acceptable to MHT and the extent of the interest to be encumbered by the easement must be acceptable to MHT.
- The easement imposes obligations upon the owner and a legal encumbrance/ lien upon the easement property. Once the easement is in place, the owner (and all subsequent owners, in perpetuity) must submit to MHT for review and approval all proposed changes that go beyond routine or general maintenance. The easement also requires that land and improvements covered by an easement be maintained in good condition.
- A preservation agreement carries the same terms and obligations as an easement but applies only to properties which are personal property, not real property (i.e. ships). Since the subject property is not real property, the preservation agreement cannot be recorded in land records,

so the preservation agreement is a contract between MHT and the current property owner only.

- Approximately 800 historic properties in Maryland are protected by easements or preservation agreements held by the Trust. MHT staff are available to offer technical preservation expertise in the maintenance and upkeep of these historic resources.
- A sample easement is available at:
http://mht.maryland.gov/documents/PDF/Easement_Sample_Deed.pdf.
- Additional information about MHT's easements may be found here:
<http://mht.maryland.gov/easement.html>

**Johnnytown Historical Society
P.O. Box 1
Johnnytown, MD 00000**

March 1, 2014

Anne Raines, Capital Grants & Loans Administrator
Maryland Historical Trust
100 Community Place
Crownsville MD 21032

Dear Ms. Raines,

[The following paragraph MUST be included in the owner's correspondence:]

As the owner(s) of the property for which a Hurricane Sandy Disaster Relief Assistance Grant is being sought, I/we confirm my/our willingness to support the project and, if required, convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement on the property or enter into a preservation/maintenance agreement. I/we understand that my/our confirmation is a requirement of the Grant application and that the perpetual preservation easement or preservation/maintenance agreement imposes a financial obligation upon the property owner(s) and a legal encumbrance/lien upon the easement property.

[The letter must also identify all less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property. Your letter MUST include ONE of the two paragraphs below:]

I/we hereby confirm that there are no less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property.

OR

I/we hereby confirm the following less-than-fee simple interests in the property:

- **Loan from Bank of Johnnytown, \$5,000**
- **Lease agreement with Johnnytown Toy Museum**

[The letter must be signed by an authorized officer of the property owner organization.]

Sincerely,

**Johnny Q. Johns
President, Board of Trustees
Johnnytown Historical Society**

Exhibit 6: Grant Terms & Conditions

All applicants awarded grants through the Program will be required to enter into a Grant Agreement with MHT, which generally contains the following standard terms and conditions:

- **Project Work**
 - All project work must be reviewed by MHT before it is undertaken.
 - Project work involving a National Historic Landmark or landmark district must be reviewed by both MHT and NPS before it is undertaken.
 - Please note that all contractors, architects, craftspeople, etc. whose services are to be paid for (or partially paid for) with State funds will need to be selected by a process approved by the Trust. This requires those services to be publicly advertised or widely solicited. *Other procurement methods are only permissible under specific circumstances and with pre-approval by MHT and NPS.*
 - All project work must meet the **Secretary of the Interior's Standards for Archeology and Historic Preservation.**
 - Consultants (architects, engineers, archeologists, etc.) must meet the **Secretary of the Interior's Professional Qualifications Standards.**
 - Project work and all reports must be complete on or before September 30, 2015. Extensions will be considered on a case by case basis and are subject to approval by both MHT and NPS.
- **Easement**
 - An easement must be conveyed to MHT on any historic real property awarded a grant for a capital project through this program. A preservation agreement must be conveyed to MHT on any historic property OTHER THAN real property that is awarded a grant through this program. This requirement does not apply to State-owned properties.
 - The easement or preservation agreement must be fully executed and recorded (if applicable) before grant funds are disbursed.
 - For more information, see **Exhibit 5: Property Owner Consent to Project and Consent to Easement** in this document.
- **Grant Disbursements**
 - Grant funds will not be disbursed "up front." This is a reimbursement grant. Grantees must be prepared to fund project invoices, then submit for reimbursement. Disbursements will be made as the project progresses, with reimbursements only made after funds are expended and all requirements have been met.
 - Only expenses allowable per the National Park Service's **Historic Preservation Fund Grants Manual** can be reimbursed to the grantee.
 - Grant disbursement will occur based upon Requests for Payment submitted by the grant recipient in a form satisfactory to MHT.
 - Disbursements generally require MHT staff to make a site visit to verify completed work. MHT staff must be allowed reasonable access to the property.
- **Reporting & Financial Responsibilities**
 - MHT and NPS will require progress and final reports on all projects. Grantees must provide reporting materials and documents upon request by MHT or NPS.
 - Grantee must retain records relevant to the grant project, which may be audited.

- **Insurance**
 - The Grant recipient will be required to insure the assisted property against loss or damage by fire, flood, or other hazards, casualties, and contingencies as may be required by MHT, in amounts satisfactory to MHT and with MHT as named additional insured. Similarly, General Liability Insurance will be required for all construction efforts.
 - The insurance coverage must be in an amount not less than the amount of the grant plus the amount of any outstanding mortgages.
- **Standing with SDAT**
 - Your organization must maintain good standing with the State Department of Assessments and Taxation before MHT will execute a grant agreement, and must maintain good standing throughout the course of the project. To verify your organization's standing, please check here: http://sdatcert3.resiusa.org/ucc-charter/CharterSearch_f.aspx
- **Other Requirements**
 - Capital projects will require a project sign to be posted in a prominent location at the project site, identifying the support of MHT and NPS. MHT and NPS must also be credited in materials produced as non-capital projects.
 - Publications and audio-visual materials must include a nondiscrimination statement per the National Park Service's ***Historic Preservation Fund Grants Manual***.
 - Grant-assisted programs and projects must be administered in conformance with the Civil Rights Act of 1964, as amended; 43 CFR 17, issued by the Department of the Interior; and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against the disabled.
 - The project must be consistent with the requirements of any applicable approved coastal zone management plans under the Coastal Zone Management Act of 1972.
 - The provisions of the National Environmental Policy Act of 1969 are applicable to activities supported in whole or in part through this grant program.
 - The project must follow all applicable laws, regulations, and executive orders related to management of floodplains and wetlands.
 - Grantee must sign a statement that the grant funds are not used for lobbying activities or political activities.
 - Projects must comply with local, State, and Federal safety standards, including those issued pursuant to the National Occupational Safety and Health Act of 1970.